

## Marquee Series Microsoft Office 2013

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the i series leads the student through clear error free and unambiguous steps to accomplish tasks that produce a finished document work sheet or database table the approach is not simply results oriented teaching how to accomplish a task is not enough for complete understanding and mastery prior to introducing steps the authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document workbook or database the i series applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing

aims to give students a basic understanding of computing concepts and to build the skills needed to ensure that information technology is an advantage in whatever career they choose in life the o leary office 2004 and office xp texts are crafted to be a step by step way for students to develop microsoft office application skills

the advantage series presents the feature method practice approach to teaching computer software applications feature describes the step or command method shows how to perform it and practice asks the students to try it themselves this enhances critical thinking skills and provides students and instructors with complete application coverage

the advantage series presents the feature method practice approach to computer software applications to today s technology and business students this series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage

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microsoft office powerpoint 2007 adalah program aplikasi presentasi dengan tampilan user interface ui baru yang mengganti menu toolbars dan sebagian besar task panes yang ada di microsoft powerpoint versi sebelumnya dengan mekanisasi tunggal yang lebih simple dan efisien user interface ui baru ini dirancang untuk membantu anda bekerja lebih produktif serta mudah menggunakan seluruh fasilitas dan fungsi yang ada dalam penulisan buku ini diberikan sejumlah materi tip trik yang terkait dengan materi contoh kasus sederhana dan soal latihan yang bisa diaplikasikan oleh para pembaca buku student guide series microsoft office powerpoint 2007 ditujukan untuk para siswa smp sma dan pemula pengguna komputer agar dapat mengenal memahami dan bisa memakai secara praktis program aplikasi microsoft office powerpoint 2007 setelah mempelajari buku student guide series microsoft office powerpoint 2007 pembaca akan dapat mengenal dan mulai bekerja dengan powerpoint 2007 menyunting isi slide mengelola slide dengan tampilan slide sorter mengatur format tampilan teks mengatur tampilan slide presentasi menempatkan objek membuat tabel data dan grafik menjalankan dan mencetak slide presentasi

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